

CADRE Search Policy/Checklist**Search Policy:**

- For basic searches, you must search on **ALL original, in work, and burned** documents.
- Narrow down your search by limiting **BOTH release decision and distribution** (limit by RIP and RIF and PUB).
- **EACH** case needs to include hyper-snap images of **EACH** search conducted as outlined by the search checklist. **DO-NOT** just include a copy of this checklist. All cases that do not have evidence of searches will be returned for re-work.
- For obscure topics, at a minimum, searches should be done on case subject and document title.
- For **ALL OTHER** searches, follow the checklist below.
- Double check all spellings when conducting searches.
- Make notations on the search hit-list that you actually checked the documents for responsiveness/non-responsiveness (e.g. NR, etc.)

Search Guidelines:

1. Before starting a search develop a **search strategy**.
2. Conduct an initial search, look at results, determine what is relevant/non-relevant, and refine the search. It is best to start broadly and narrow down as you go.
3. Assume there are typos and misspellings in keywords, titles, etc. Search on multiple and variations of keywords, names, etc.
4. As you peruse the request (both initial and refs/coords) for the second time, write down keywords. Write these words and other notes (e.g. fee waiver requests, etc.) on your worksheet.
5. Look at **ALL** results and verify them. Make notes on your requester report for each decision.
6. Search **ALL** attachments in a document.
7. Search associated cases when you get hits on documents.
8. If unsure about a topic, also search on dates.
9. Make wildcards a routine part of a search.
10. Use documents in similar cases to try and find other cases.
11. Go through all documents as necessary. You can eliminate documents by subject and release codes.
12. Check for EO and Privacy cases as well.
13. Note who was tasked in previous requests on the same or similar subjects.
14. Note all release decisions
15. When searching a name, consider the first and last name as separate entities. Do a broader search (e.g. last name) to begin with.

(b)(3)

National Security Act

Questions to consider when searching:

1. Are there other documents on the subject, or the same documents, in non-related cases?
2. Is there a previous case that exactly matches the new request?
3. Is there a previous request with the same subject?
4. Look at dates of previous searches. Is there anything likely to appear after those dates? (If it is a big topic, i.e. Bay of Pigs, why start a new search.)

Initial Requests:

1. Select **Original, In Process, and Burn**
2. Search **Requester History and Fees**
3. Run **Case History** search
4. Run **Case Subject** search

APPROVED FOR
RELEASE DATE:
28-Feb-2014

1/15/10

5. Run Case **Keyword** search
6. Run Document **Title** search
7. Run Document **Keyword** search
8. Run **Internet** search (when appropriate)
9. Run **Full-text** search (when appropriate)
10. Print out all search results (except for information on frequent requesters) and put into the hardcopy file.

Refs/Coords:

1. Select **Original**, **In Process**, and **Burn**
2. Search **Requester History** and **Fees**
3. Run Case **Subject** search
 - Look at the request itself first and documents second.
 -
4. Run Case **External ID** search (when appropriate—when more than one referral on the same topic)
5. Run Document **Title** search
6. Run Document **Keyword** search
7. Run Document **Publication Date** search
8. Run a **Full-text** search (when appropriate)
9. Print out all search results (except for information on frequent requesters) and put into the hardcopy file.

(b)(3)

National
Security
Act**Requester Report:**

1. Run **Requester Report(s)** on Document **Keyword/Title**
2. Print out all reports.

APPROVED FOR
RELEASEL
DATE:
1/15/28-Feb-2014